

**CITY OF NEW YORK
CULTURAL AFFAIRS
JOB VACANCY NOTICE**

CIVIL SERVICE TITLE: Administrative Staff Analyst Level I	Level: M
TITLE CODE: 10026	SALARY: \$49,492- \$125,000
OFFICE TITLE: Chief of Staff	WORK LOCATION: 31 Chambers St., 2 nd Fl., New York, NY 10007
Division/Work Unit: Office of the Commissioner	Number of Positions 1
Hours/Shift: FT 35 Hours per week	
JOB DESCRIPTION	
The New York City Department of Cultural Affairs (DCLA) provides support for 33 City-owned cultural institutions as well as hundreds of not-for-profit cultural organizations and programs throughout the five boroughs. This constituency represents a diverse array of internationally renowned and community-based organizations, including performing arts centers, museums, theaters, wildlife centers, botanical gardens, visual arts and film centers, and arts education programs. Reporting to the Commissioner, the Chief of Staff will have a broad scope of responsibilities coordinating and implementing special agency initiatives and projects, and assisting in the oversight and management of agency operations. In the role of Chief of Staff, the selected candidate will support the Commissioner in developing and defining Agency policy and strategic direction; will represent the Agency on interagency matters; and will cultivate and enhance partnerships advancing the not-for-profit cultural field. He or she will also provide assistance in managing certain critical administrative priorities, including funding operations and technical support to the field.	
QUALIFICATION REQUIREMENTS	
1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science or a closely related field, and two years of satisfactory full time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting economic or financial administration, or fiscal or economic research; or in management or methods analysis, operations research, organizational research or program evaluation; in personnel public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management or in related area. 18 months of this experience must have been in executive managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the area described above; or 2. A baccalaureate degree from an accredited college and four years of professional experience, including the 18 months of executive managerial, administrative or supervisory experience, as described in "1" above	
Essential Skills	
The preferred candidate must have managerial experience, excellent writing, analytical and research abilities, and a track record of effectively handling multiple priorities. The ability to deal with a diverse constituency both independently and as a team member is essential, as is knowledge of and experience working in the City's not-for-profit cultural field. Administrative, development or public affairs experience, preferably in a not-for-profit context is important, as is a general knowledge of City government.	
To Apply	
Please email your cover letter & resume To: crecruit@culture.nyc.gov The JVN# MUST be the only text in the subject line of email. Also please indicate the JVN# in the upper right hand corner of your cover letter and resume. Your cover letter and resume MUST be attached as one MS Word document, specifically with the .doc extension. Please send your cover letter and resume only once; you will receive confirmation of receipt. If you do not have access to email, mail your Cover Letter & Resume To: DCLA /Human Resources Office, 31 Centre Street, 2nd Fl., New York, NY 10007 (Indicate JVN# in upper right hand corner of cover letter & resume) Please submit your cover letter & resume only once using one of the above methods. While we appreciate every applicant's interest, only those under consideration will be contacted. No telephone inquiries please. For more information about DCLA, visit us at: www.nyc.gov/culture Appointments are subject to OMB approval.	
The City of New York is an Equal Opportunity Employer	
DATED: 09/10/09	POST UNTIL: Filled
JVN: 126-2010- 006291	